



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

| | |
|--------------------------|---------------------|
| Class Title | Accountant I |
| Class Code Number | 2060 |

General Statement of Duties

Performs professional level accounting duties involved in the reporting of financial transactions of City operations, programs, and services; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform professional level accounting duties involved in the reporting of financial transactions of City operations. The work is performed under the supervision and direction of higher level staff as assigned, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Prepares accounting and other financial reports mandated by Federal, State, and local agencies and City management;
- Prepares other financial studies, reports, and statements as needed;
- Participates in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections, providing estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of budget;

- Maintains, reviews, and reconciles a variety of ledgers, reports, and account records to ensure accuracy of entries, including verifying availability of funds and classification of expenditures, and researching and analyzing transactions to resolve discrepancies;
- Maintains the Finance Department's records retention database, and coordinates records destruction and/or storage;
- Provides technical assistance and training to City staff in matters relating to accounting, payroll, and budget administration to ensure the financial integrity of City financial records, including coordinating and educating City staff in record keeping requirements, reviewing payroll system activities, and providing assistance in budget administration during fiscal year;
- Recommends and implements procedural improvements and provides technical assistance, including acting as liaison to assigned departments and providing needed information and demonstrations concerning how to efficiently perform accounting related tasks;
- Processes and presents final form financial items for/to the City Council;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Substantial knowledge of Generally Accepted Accounting Principles;
- Substantial knowledge of financial office methods, practices, procedures, and equipment;
- Substantial knowledge of the functions of a local government;
- Substantial knowledge of budget preparation within the City;
- Ability to operate a ten key machine;
- Ability to implement critical thinking and analysis;
- Ability to learn governmental accounting principles and practices;
- Ability to learn automated financial management systems;
- Ability to examine and verify financial documents and reports;
- Ability to prepare a variety of financial statements, reports and analyses;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Accounting, Business Administration or related field.

Required Special Qualifications

- May require a valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.